



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street  
San Francisco, CA 94105-3901

MAR 30 2015

Neil Mortimer  
Chairman  
Washoe Tribe of Nevada and California  
919 US Highway 395 South  
Gardnerville, Nevada 89410

RE: U.S. EPA Indian Environmental General Assistance Program  
GA-99T10801-2  
Application Due: MAY 04 2015

Dear Chairman Mortimer:

I am pleased to inform you that your proposal submitted to this office under the U.S. Environmental Protection Agency's Indian Environmental General Assistance Program (GAP) has been tentatively approved for funding. At this time, I am setting aside \$241,900 of funding to support your GAP for one year.

Also, in a separate budget and work plan, please include \$147,500 for supplemental activities as follows: \$30,888 for a community cleanup at each community, \$11,454 for a recycling test drive, \$32,839 for a Household Hazardous Waste test drive, \$35,888 for a dump closure, \$11,431 for solid waste outreach and education, and \$25,000 for a vehicle. If additional GAP funds become available and your requests are approved, some or all of your supplemental requests may be awarded.

**Work plan submission, negotiation, and approval will be conducted electronically in GAP Online.** The comments attached here for your reference are also available in GAP Online. If we receive your complete application and an **approvable** revised work plan by the due date we will make every effort to award the grant by June 30, 2015. This funding will support work plan activities July 1, 2015 to June 30, 2016. However, once EPA has formally approved the work plan for these new funds, the tribe may begin to incur costs for the approved activities. Your final work plan will be approved in GAP Online.

This letter does not constitute a grant award. In order to receive funding, the Washoe Tribe will need to complete an Application for Federal Assistance (SF-424). **The complete application, including an updated work plan, must be submitted for EPA review by the due date indicated above.** Materials can be submitted earlier and will be processed on a first-come, first-served basis. Please note that in completing your application, you will need to enter the GAP Catalog of Federal Domestic Assistance Number (CFDA), required in box #11 on the SF-424A application form, 66.926.

**New Process for Submitting Your GAP Grant Application**

Effective February 17, 2015, EPA grant applicants **must** use Grants.gov to submit their applications. The Grants.gov registration process can take up to 30 days to complete. Therefore, it is highly recommended that EPA applicants complete their registration on Grants.gov now. Also, your organization's registration



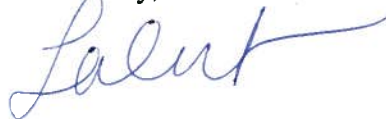
in SAM.gov must be active to utilize Grants.gov. If it appears that the grants.gov registration process may prevent you from submitting your application by the due date aforementioned, then please contact [Support@grants.gov](mailto:Support@grants.gov) or call 1-800-518-4726 as support is available 24 hours a day and 7 days a week. You should also notify your Project Officer before the application due date to request an extension.

Please review both Attachment 2(Grants.gov Instructions Guide) and Attachment 3(Region 9 Guidance Information for Applicants) or go to <http://www.epa.gov/region9/funding/information.html> to find additional resources on Grants.gov, Federal Regulations, and new EPA requirements. We suggest you forward these materials to your Project Manager, Financial Officer and any other personnel in your organization requiring this information.

Since there may have been changes to various EPA assistance regulations, please remember to obtain a copy of the Code of Federal Regulations (CFR), Title 40, Parts 1-49. This CFR is updated every July 1 and includes the Chapter I, Subchapter B which are regulations applicable to your cooperative agreement. The CFR is available through the Internet at the following address:  
<http://www.epa.gov/region09/funding/before.html>

I look forward to working with you and your staff under the General Assistance Program. Questions regarding the completion of the application forms as well as the mandatory use of grants.gov should be referred to Danielle Carr, Grants Management Specialist, at (415) 972-3871. You can also contact your GAP Project Officer, Veronica Swann at (415) 972-3699 if you have questions regarding this letter, the work plan or the General Assistance Program.

Sincerely,



Laura M. Ebbert  
Manager  
Tribal Section

Enclosures

1. Work Plan Comments
2. Grants.gov Instructions Guide
3. Region 9 Guidance Information for Applicants
4. ETEP Component Template

cc: Jennifer Johnson, Environmental Director (with work plan comments)  
Debbie Carlson, Tribal Administrator



## **GAP 2015-2016 Work plan Comments Washoe Tribe**

Thank you for developing an outcome-oriented work plan. The following observations and requests were written with the intent of strengthening the Tribe's GAP work plan, identifying possible assistance, and ensuring the work plan meets GAP guidelines. These comments pertain to the 2015-2016 work plan that was submitted with your GAP proposal in GAP Online in December 2014. Work plan comments were entered into GAP Online on February 18, 2015 and are currently being addressed by the Environmental Director. Please address the following additional comments regarding your work plan and enter them into GAP Online.

### **General Definitions and References**

1. The following references are useful for understanding GAP in general, for getting an understanding for environmental outcomes, etc.
  - 2013 Guidance on the Award and Management of General Assistance Program Agreements and Appendix I, Guidebook for Building Tribal Environmental Program Capacity
  - <http://www.epa.gov/region09/funding/pdfs/tribal-gap14/fy2014-r9-gap-guidance.pdf>
  - GAP Act (<http://www.epa.gov/Indian/pdfs/4368b.pdf>)
  - 2014 GAP Grant Notification (<http://www.epa.gov/region09/funding/tribal-gap.html>)
  - EPA Strategic Plan (<http://www.epa.gov/ocfo/plan/plan.htm>)
2. Please ensure that each component in your work plan contains one or more capacity indicators that appropriately links to the steps that are either underway or proposed to begin in the associated commitments. Capacity indicators represent the destination of the Tribe's work and therefore the Tribe should express how it will accomplish the tasks necessary to achieve the indicators proposed in its commitments. Moreover, capacity indicators should ideally be placed in the "Measures" section for each component in the work plan. More information on the appropriate use of indicators is found on page 13 of the GAP Guidance. A suite of indicators that the Tribe may consider for inclusion in its work plan is contained in Appendix I of the GAP Guidebook.
3. Greening Grants Policy: EPA Region 9 has adopted a Greening Grants Policy which encourages grantees to carry out their EPA grant funded projects in a greener way. Your Project Officer will work with you to determine whether it is feasible to incorporate green practices into your work plan. The Greening Grants Policy includes an attachment which describes many useful green practices. The policy furthers the objectives of EPA's 2011-15 Strategic Plan. The link to Greening Grant Policy is on the Region 9 Website Homepage, <http://www.epa.gov/region9/funding/greening-grants.html>

#### **4. Regarding Indirect Costs:**

For Fixed/Carry forward Tribal IDC rates:

- EPA may allow IDC costs to be budgeted for grants when indirect costs rates have been approved within the preceding three fiscal years. When IDC rates are not current at the time of the grant award, a term and condition will be used to require the Tribe to notify EPA and refund any overfunded amounts.

- 5. Language on GAP work plan commitment to develop EPA/Tribal Environmental Plan (ETEP).** The proposed FY2016 work plan includes a component to develop an ETEP. The Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia was finalized in May 2013. This document also contains the Guidebook for Building Tribal Environmental Program Capacity (Appendix I). Attached is an example work plan component for the development of an ETEP. Please ensure that your ETEP component minimally includes the information contained in this sample work plan component. For additional assistance, please contact your Project Officer.

### **BUDGET COMMENTS**

Please revise your budget to include the tentatively approved amount of \$241,900 of GAP funding, and in a separate budget, please include \$147,500 for supplemental funding.

### **WORK PLAN COMMENTS**

#### **Component #2 Natural Resource Planning and Protection**

**Commitment 2.3:** The Environmental Inventory Planning (Baseline Needs Assessment) commitment is a repeat from last year's work plan. Please remove or revise this commitment.

#### **Component #3 Solid Waste Reduction**

**Commitment 3.1:** Community cleanup events can be beneficial to remove waste from tribal lands. However, community cleanup events should not replace sustainable solid waste collection services or serve as de facto waste hauling/disposal programs. The tribe must demonstrate that the following criteria are met when submitting a revised workplan that includes a community clean-up event:

##### Criteria

- The Tribe has an Integrated Solid Waste Management Plan (ISWMP) and the plan demonstrates a clear need for community cleanup events;
- The Tribe has a functioning waste collection/hauling/disposal system in place that is used by the majority of the community;
- The community cleanup event is **not** removing trash from individual homes, caused by individual users;
- The community cleanup is **not** replacing regular trash collection services for residents or businesses;

- The Tribe has a program in place to prevent future dumping that would eventually eliminate the need for community cleanup events.

The following elements must be included as deliverables for this activity:

#### Grant Deliverables

- The Tribe demonstrates that proper safety precautions will be taken during the event, including training for event staff and the provision of personal protective equipment for community clean-up participants.
- The Tribe tracks and reports the amount of waste collected for disposal and/or recycling; and
- The Tribe documents community member participation and community outreach/training on proper waste disposal options.

**Commitment 3.3:** Household Hazardous Waste (HHW) collection events are a way to ensure proper disposal of household hazardous waste generated in the community. Careful consideration of the federal and applicable state regulations related to the storage and transportation of these materials is needed before an event is planned. Please consult EPA's "Household Hazardous Waste Collection: a Program Guide for Tribal Governments," for detailed information (link below). Deliverables must include the amount and types of waste collected/recycled during the event. The Region 9 GAP encourages the creation of long-term sustainable waste management programs. As such, as a deliverable to this grant, the Tribe is requested to research and submit information on other HHW collection events that may be taking place within the County or other local jurisdictions to determine if the Tribe might partner with other entities to ensure events are cost effective. This assessment should take place during Quarter One.

**Commitment 3.5:** Prior to undertaking open dump cleanup or closure activities, an open dump survey form for each site must be completed and submitted to EPA; please add the completion of survey forms for all sites not surveyed and ranked to the workplan as activities to be completed in Quarter One. A sample survey form is attached. The Region 9 Tribal Solid Waste Team can provide a list of all sites currently listed in the database at the Tribe's request. Other deliverables must include the amount and types of waste removed/recycled during a dump cleanup. If a cleanup/closure plan will be developed as part of the cleanup, a final plan must be submitted as a deliverable.

<http://www.epa.gov/region9/waste/tribal/pdf/final-hhw-guide-oct-2007.pdf>

**Commitment 3.5:** Sites with abandoned vehicles are, or have the potential to become illegal dump sites, or sites where vehicles repeatedly are abandoned. To address these potential dumping issues, EPA is tracking locations of abandoned vehicles. In order to receive funding for abandon vehicle removal, an open dump survey form for each site must be completed and submitted to EPA prior to vehicle removal; these forms should be included in the workplan as deliverables in Quarter One. The Tribe must have an approved Integrated Solid Waste Management Plan (ISWMP) in place, and it should include methods to prevent future vehicle abandonment on their land. Please consult EPA's guide, "Developing an Abandoned Vehicle

Cleanup Program for Tribal Governments,” for more information:  
[http://www.epa.gov/region09/waste/tribal/pdf/Abandoned\\_Vehicle\\_Guide.pdf](http://www.epa.gov/region09/waste/tribal/pdf/Abandoned_Vehicle_Guide.pdf).

**Commitment 3.4** Recycling projects and programs can be the key to reducing the amount of waste being disposed of in a landfill. To ensure maximum effectiveness of the project or program the Tribe should track the amount and type of materials being recycled. That can be accomplished in at least three ways:

- Recording the amount of paper, plastic, glass, and metal recycled in a simple table as below:

Material Recycled	Amount of Material Recycled (by weight or volume)
Paper	
Plastic	
Glass	
Metal	

- Using a Data Worksheet that can be provided by the Tribal Solid Waste Team, who can also assist you in this process.
- Becoming a member of the EPA WasteWise Program. WasteWise helps tribes, organizations, and businesses apply sustainable materials management practices to reduce municipal and select industrial wastes. The Program provides a secure web-based tracking tool for waste management activities. Greenhouse gas reductions can be calculated instantly and translated into real-life equivalents. You can learn more about the WasteWise Program, and become a member, on our website:  
<http://www.epa.gov/epawaste/conserve/smm/wastewise/index.htm>

## Component #5 ETEP Development

**Commitment #5.1:** Enclosed is the ETEP work plan component template. If you have developed a recent environmental inventory, please inform your Project Officer and delete that commitment from the component. If you have questions about the other commitments, please contact your Project Officer.

The ETEP requirements are outlined in the National GAP Guidance on pages 13-19 of 22. Below is information about the Tribal Environmental Plan that will be part of the ETEP.

### Tribal Environmental Plan

The GAP Guidance states the following about the content of the TEP:  
Tribal governments should include environmental program priorities for their community in this section of the ETEP. For each priority, the following detail should be included: (1) short description of the priority; (2) the tribe’s long-term environmental program development goals that help to address or support the priority; (3) intermediate program development milestones the tribal government would like to meet during the time period of the ETEP; (4) the tribe’s plans to manage authorized environmental programs; and (5) any type of assistance (training, technical



assistance, EPA direct implementation actions, financial, etc.) that may be needed. This information should be discussed between the tribe and EPA regional office staff to identify any connections between the tribe's priorities and the implementation of the federal environmental programs, and to identify potential EPA assistance that could be provided to help the tribe accomplish the proposed actions.

EPA recognizes that the Tribal Environmental Plan is a tribal document that represents the issues of importance to the Tribe; the TEP can cover a range of issues including environmental impacts that may occur off the reservation, but impact the tribe or Tribal interests.

The TEP will help guide EPA and Tribal work in the future. As the GAP Guidance states, future approvable GAP work plans will be based on the contents of the TEP. Please include an appendix section where the tribal priorities each have a program indicator from the GAP Guidance and Guidebook.



## EPA Region 9 - Grants.gov Instructions Guide

( March 2015 )

*Applications for Federal assistance must be submitted through Grants.gov.*

**Register with Grants.gov!** In order to submit your application using Grants.gov, your organization must be registered with Grants.gov. Please allow four weeks to complete the registration process. Also, please note that you must have a DUNS number and an active SAM.gov registration before registering with Grants.gov. You can find more information about registering at:

<http://www.grants.gov/web/grants/applicants/organization-registration.html>


**To Access and Download Grant Application Package go to:**

<http://www.grants.gov/web/grants/applicants/download-application-package.html>

### 1. Funding Opportunity Number (FON).

- A. Competitive Programs: Refer to the competitive solicitation for the applicable FON. Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- B. Non-Competitive Discretionary Programs: Obtain FON from your EPA Point of Contact (POC). Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- C. Continuing Environmental Programs (CEPs): The list of available CFDA numbers for CEPs have been divided between two FONs. The two FONs used to access the application packages are **EPA-CEP-01** and **EPA-CEP-02**. Refer to the following Attachment to determine which FON your CFDA is published under. Applicant will enter this into the "Funding Opportunity Number" field to locate the packages.

CFDA Number:  (#)

 Funding Opportunity Number:  (C)

Funding Opportunity Competition ID:  (C)

### 2. Download the package associated with CFDA 66.XXX.

- 3. **Complete the Grant Application Package.** Attach the forms and information required by your particular program. **Contact your EPA POC if you have questions about which forms and materials you must submit for your program.**
- 4. **Submit your application.** Go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html> for more information on this process.
- 5. **Confirm with your EPA POC** that EPA has received your application package. **If for ANY reason you cannot submit your application by the deadline specified, contact your EPA POC immediately.**

For FAQs, User Guides, Checklists, Training and Technical Support, visit the Grants.gov Applicant Resource page at <http://www.grants.gov/web/grants/applicants/applicant-resources.html>

**Technical Questions or Issues?** Please call (1-800-518-4726) or email ([support@grants.gov](mailto:support@grants.gov)) the Grants.gov Contact Center (<http://www.grants.gov/web/grants/about/contact-us.html>). Help is available 24 hours a day, 7 days a week.



**ATTACHMENT**  
**Region 9 Guidance Information for Applicants**

- Omni-Circular under **2 CFR 200** & EPA Regulations under **2 CFR 1500**:

EPA has officially adopted the OMB Omni-Circular effective **December 26, 2014**. Specifically, in a **joint interim final rule** published in the Federal Register on December 19, 2014 (see 79 Fed. Reg. 76050-76063), EPA adopted the Omni-Circular. This includes adoption of Omni-Circular requirements located at **2 CFR 200** along with EPA-specific provisions mandated by statute, regulation or agency policy now codified under **2 CFR 1500**. OMB's website at <https://cfo.gov/cofar/> is the location for resources regarding the Omni-Circular, including **OMB's Frequently Asked Questions (FAQ)**.

Federal Register:

<http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf>

2 CFR 200:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=4467ef7edf6418328185fed45270f1f&node=pt2.1.200&rqn=div5>

2 CFR 1500:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=ac772c78043ca73b46f5d168dd3f038f&tpl=/ecfrbrowse/Title02/2chapterXV.tpl>

OMB's FAQ:

<https://cfo.gov/wp-content/uploads/2014/11/2014-11-26-Frequently-Asked-Questions.pdf>

- Interim Financial Assistance Conflict of Interest Policy:

In accordance with the Omni-Circular's Conflict of Interest disclosure requirements under **2 CFR 200.112**, EPA issued the **Interim Financial Assistance Conflict of Interest Policy**. Requirements include applicants providing a prominently titled conflict of interest disclosure statement attached to the SF 424, if applicable. This policy applies to all individuals and non-federal entities requesting and receiving EPA financial assistance on or after **December 26, 2014**.

Interim Policy:

[http://www.epa.gov/ogd/epa\\_interim\\_financial\\_assistance\\_coi\\_policy.htm](http://www.epa.gov/ogd/epa_interim_financial_assistance_coi_policy.htm)

- Submission of Grant Applications via **Grants.gov**:

Effective **February 17, 2015**, EPA grant applicants must use **Grants.gov** to submit their applications. It is highly recommended that EPA applicants complete their registration on Grants.gov now, since the entire process can take up to 30 days to complete. Information located at **Submitting an Application to Grants.gov Apply** and **Applicant Resources** for Grants.gov will help you get started. Applicants are also encouraged to view a previously recorded **EPA Information Webinar** session/ presentation regarding Grants.gov or register for an available session.

Grants.gov support/assistance is available 24 hours a day 7 days a week at 1-800-518-4726 or [Support@grants.gov](mailto:Support@grants.gov). Also, the **Region 9 Application Checklist** will help ensure your EPA application submitted through Grants.gov is complete.

Guide on Submitting an Application to Grants.gov:

<http://www.epa.gov/ogd/guide/submitting.htm>

Grants.gov Application Resources:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html>

EPA Information Sessions/Webinars:

[http://www.epa.gov/ogd/training/grants\\_gov\\_information\\_sessions\\_for\\_applicants.htm](http://www.epa.gov/ogd/training/grants_gov_information_sessions_for_applicants.htm)

Region 9 Interim Application Checklist:



<b>Component 1: ETEP Development</b>				
<i>Program Capacity:</i> Environmental Program Administrative Capacity				
<i>Long-Term Outcomes:</i> Achievement of numerous goals and objectives that will be outlined in the ETEP				
<i>Intermediate Outcomes:</i> Development of a plan that articulates Tribal goals and objectives, and EPA assistance				
<i>Measures/Indicator(s):</i> *Development of ETEP that expresses environmental goals to be focused on during the coming four fiscal years (B.5.1)				
Estimated Component Cost: \$7,000			Estimated Component Work Years: 0.25	
Commitments	Position	Estimated Cost (optional)	End Date (Negotiate w/ P.O.)	Outputs and Deliverables
1.1 Update the current inventory, or create a new one. Ensure the inventory contains the most up-to-date information on environmental quality or issues.			12/31/14	A copy of the final Environmental Inventory will be submitted to
1.2 Use the updated Inventory to update the Tribal Environmental Plan (TEP), or create a new one. The document will describes where the tribe is headed and where the tribe has been. Where applicable, the Guidebook indicators may be reviewed to help frame these stories. The draft TEP will be distributed to Council and EPA for comment and feedback. EPA will help tribes engage with relevant media contacts for specific media areas, as warranted.			3/30/15	A copy of the draft TEP with Council and EPA comments will be submitted to EPA.
1.3 Seek Council approval for final TEP.			6/31/15	A copy of the final TEP and Council approval resolution will be submitted to EPA.
1.4 Receive from EPA an articulated list of roles and responsibilities (aka Areas of Involvement) to be included in the final Joint EPA Tribal Environmental Plan (ETEP). Proposed EPA roles and responsibilities will focus on assistance that falls under the purview of EPA authorities or within the Agency's technical capabilities. The Environmental Office will distribute the document to the Council and request their review and feedback.			4/30/15	A summary of when comments were provided to EPA regarding the Agency's areas of involvement will be provided in quarterly reports.

1.5	EPA will provide a list of regulated facilities to be reviewed by the Tribe and included in the final ETEP.			4/30/15	A summary of when comments were provided to EPA regarding the Agency's list of regulated facilities will be provided in quarterly reports.
1.6	The Tribe and EPA will collaborate on a cover memo to be signed by both parties that identifies areas where EPA's and the Tribe's goals align – areas where we will be working together to accomplish mutual interests.			9/30/15	The Tribe and EPA will have a signed cover memo for the ETEP.
1.7	The final ETEP can be an assembly of the four documents above (items 1-5), or a narrative document that incorporates the contents of items 1-5 into a cohesive text.			9/30/15	Either the assembled four section document or narrative document will be on file with EPA.